



Welcome to CNIPS Training: Claim Entry

General Comments from SCN

- Change in Program Year
 - With the 2012-2013 school year, Kentucky will be using a July – June program year.
 - The 2012-2013 school year begins on July 1, 2012 and completes on June 30, 2013.
 - SNP claiming begins with submission of the July claim due by August 15, 2012.
- Timelines/Due Dates
 - With CNIPS, SCN will continue to enforce the current claim submission due dates
 - 15th for claims
 - 30th for claim revisions/adjustments
- Site-level Claiming
 - All Sponsors will be submitting claims at the site-level.
- Claiming Process
 - Sponsors enter all 2012-2013 claims through CNIPS. CNIPS will only allow claim submission on an approved application packet.
 - Today's sessions will walk through the SNP Claiming process, but if the Sponsor also participates in the SSO program, the process steps are the same.
- CNIPS POS
 - CNIPS offers a POS interface for large Sponsors. Please check our website for more information on this feature:
<http://education.ky.gov/KDE/Administrative+Resources/School+and+Community+Nutrition/Nutrition+Programs/Online+Reporting.htm>
- Claim Revisions
 - 2011-2012 claim revisions/adjustments must be submitted to SCN for entry by the state since claim entry was performed in the legacy system.
 - 2012-2013 claim revisions/adjustments are entered through CNIPS.



Claiming in CNIPS

The Claim Entry function is used to enter, modify, and view claims. In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.
2. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
3. For most Sponsor users, CNIPS will display your data. If the user managed multiple Sponsors (e.g., State user), the user must locate the desired Sponsor by using the Sponsor Search function.
4. Select the Claim Month you would like to submit a claim. The Claim Month Details screen displays.

Note: The current school year is the default claim entry year if no other school year has been selected.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.
- Claim Status: identifies the current status of the claim.
- Date Received: identifies the date the system initially received the claim submission. Note: the State has the authority to modify this date.
- Date Processed: identifies the date the claim was included in the payment batch process.
- Earned Amount: identifies the current value of the claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2011	0	Processed	08/15/2011	08/15/2011	\$0.00
Aug 2011	0	Processed	09/15/2011	09/15/2011	\$107,277.00
Sep 2011	0	Processed	10/15/2011	10/15/2011	\$139,142.00
Oct 2011	0	Processed	11/15/2011	11/15/2011	\$103,881.00
Nov 2011	0	Processed	12/13/2011	12/13/2011	\$115,636.00
Dec 2011	0	Processed	01/13/2012	01/13/2012	\$76,988.00
Jan 2012	0	Processed	02/14/2012	02/14/2012	\$122,318.00
Feb 2012	0	Processed	03/13/2012	03/13/2012	\$127,421.00
Mar 2012	0	Processed	04/11/2012	04/11/2012	\$133,976.00
Apr 2012					\$0.00
May 2012					\$0.00
Jun 2012					\$0.00
Year to Date Totals					\$926,639.00

Figure 1: Claim Year Summary screen



Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

- If the claim has been processed by the State, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

Claim Month: September 2011						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	10/15/2011	10/15/2011	10/15/2011	\$139,142.00	Processed
Total Earned					\$139,142.00	

Figure 2: Claim Month Details Screen – Example of Processed Claims

- If the claim has not been processed by the State, the options are View (to view the completed claim form), Modify (to enter a new claim or modify an existing claim) or Summary (to view the calculated payment summary related to the claim).

Note: Claims can be modified UNTIL they have been added by the State into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process has completed, the status of the claim is "Processed".

Claim Site List

Commencing in July 2012, Sponsors will perform site-level claiming. The Sponsor will first select Add Original Claim from the Claim Months Detail screen. The Claim Site List screen will display.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	
< Back Add Original Claim						

Figure 3: Claim Site List screen

The Sponsor would use the Claim Site List screen to select the site whose claim to add, view, or modify.

Actions	Site #	Site Name	Errors	Status
Add	1000	Test Site #1		
Add	1001	Test Site #2		

Figure 4: Claim Site List screen

Note: CNIPS will allow Sponsors to add claim data only for active sites with an approved application packet for the school year.



To add an original claim

Claims can be entered for each eligible month in the school year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the State in the Internal Use Only section of the Sponsor and Site applications).



TIP: See **Site Claim Examples** (pages 8-9) for examples of all possible SNP claim forms/sections.

1. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Add Original Claim** button. The Claim Site List screen displays.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	
<div>< Back Add Original Claim</div>						

Figure 5: Claim Month Details screen – Add Original Claim

4. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

5. For each site claim, enter claim information for all enrolled programs.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.

Actions	Site #	Site Name	Errors	Status
View Modify	1000	Test Site #1		Validated
View Modify	1001	Test Site #2		Validated
<div>< Back Continue Upload Claim Data</div>				

Figure 6: Claim Site List screen – Complete Site Claim Validation

9. Review the claim summary information on the Claim Month Details screen. If you need to make a change, select the < **Back** button.



Sponsor Totals			
Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	152	2.7700	421.04
Reduced	105	2.3700	248.85
Paid	156	0.2600	40.56
Total	413		710.45
School Breakfast Program			
Free	40	1.5100	60.40
Reduced	23	1.2100	27.83
Paid	22	0.2700	5.94
Total	85		94.17
School Breakfast Program Severe Need			
Free	30	1.8000	54.00
Reduced	10	1.5000	15.00
Paid	11	0.2700	2.97
Total	51		71.97
Claim Reimbursement Total			876.59

Figure 7: Claim Month details screen

- To submit the claim, check the Certification box and select the **Submit for Payment** button. An email confirmation will be automatically sent from CNIPS to the Claims Preparer identified on the most current SNP Sponsor Application.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 15/30 day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.



WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.



To modify an un-processed claim

Claims can be modified as many times as desired until the claim has been submitted **and** processed by the State for payment distribution.



TIP: See **Site Claim Examples** (pages 8-9) for examples of all possible SNP claim forms/sections.

Note: Claims with a status of "Accepted*" or "Processed" are not modifiable as they have been selected by the State for payment processing. For these, the Sponsor must create a revised claim.

1. From the Claims menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Modify**. The Claim Site List screen displays.
4. Under Actions, select **Modify** to the left of the Site you wish to view. The Site Claim Report screen displays.

Note: The Summary link is not active until a claim has been submitted with no errors.

5. Update claim information.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.
9. To submit the modified claim, check the Certification box and select the Submit for Payment button.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks. If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.



WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15 days from the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.



To revise a processed claim

Claim revisions may be submitted if the date of submission is within 30 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.



TIP: See **Site Claim Examples** (pages 8-9) for examples of all possible SNP claim forms/sections.

1. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Add Revision**. The Claim Site List screen displays.
4. Under Actions, select **Revise** to the left of the Site whose claim you wish to revise. The Site Claim Report screen displays.

Note: The Add Revision button will only display on Claim Month Details screens that currently have no claims created.

5. Make any necessary changes to the claim.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.
9. To submit the revised claim, check the Certification box and select the Submit for Payment button.

Note: Revised claims must be re-processed by the State regardless of their original status.



WARNING: An upward adjusted claim cannot be submitted by a Sponsor if the received date is more than 30-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.



Claim Form Examples

The following screens display examples of each possible section that may appear on a Site Claim.

Note: The site must be approved to participate in a program in order for the section to appear on the Site Claim form. If the site is not participating in a program or if the site has not been approved to participate, that section **will not** display on the claim form.

(Example: If your site is participating in the National School Lunch Program and the School Breakfast Program, only the School Nutrition Program General Information section and the two applicable program sections will display. CNIPS will determine the reimbursement method (for SBP) or eligibility status (ASCP) based on your site application.)

School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	265
G2. Number of Children Approved for Reduced Price Meals:	209
G3. Number of Enrolled Children:	887

National School Lunch Program

L1. Authorized Sites Participating:	1
L2. Total Monthly Attendance:	2,850
L3. Number Operating Days:	20
L4. Reimbursable Lunches Served	
a. Free Lunches Served:	201
b. Reduced Price Lunches Served:	190
c. Paid Lunches Served:	780
d. Total Lunches Served (a + b + c):	1,171

Authorized Sites Participating will always be a 1 for site-based claiming

School Breakfast Program (Severe Need Reimbursement)

N1. Authorized Sites Participating:	1
N2. Total Monthly Attendance:	2,850
N3. Number Operating Days:	20
N4. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	101
b. Reduced Price Breakfasts Served:	98
c. Paid Breakfasts Served:	578
d. Total Breakfasts Served (a + b + c):	777

School Breakfast Program (Regular Reimbursement)

B1. Authorized Sites Participating:	6
B2. Total Monthly Attendance:	52,712
B3. Number Operating Days:	22
B4. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	0
b. Reduced Price Breakfasts Served:	0
c. Paid Breakfasts Served:	9,347
d. Total Breakfasts Served (a + b + c):	9,347



Figure 8: SNP Site Claim Report (Example – part 1)

Afterschool Care Program (Area Eligible)

A1. Number of Children Approved for Free Snacks:	<input type="text" value="0"/>
A2. Number of Enrolled Children:	<input type="text" value="0"/>
A3. Authorized Sites Participating:	<input type="text" value="0"/>
A4. Total Monthly Attendance:	<input type="text" value="0"/>
A5. Number Operating Days:	<input type="text" value="0"/>
A6. Reimbursable Snacks Served	
a. Free Snacks Served:	<input type="text" value="0"/>

Afterschool Care Program (Non-Area Eligible)

A1. Number of Children Approved for Free Snacks:	<input type="text" value="0"/>
A2. Number of Children Approved for Reduced Snacks:	<input type="text" value="0"/>
A3. Number of Enrolled Children:	<input type="text" value="0"/>
A4. Authorized Sites Participating:	<input type="text" value="0"/>
A5. Total Monthly Attendance:	<input type="text" value="0"/>
A6. Number Operating Days:	<input type="text" value="0"/>
A7. Reimbursable Snacks Served	
a. Free Snacks Served:	<input type="text" value="0"/>
b. Reduced Price Snacks Served:	<input type="text" value="0"/>
c. Paid Snacks Served:	<input type="text" value="0"/>
d. Total Snacks Served (a + b + c):	<input type="text" value="0"/>

Special Milk Program

M1. Number of Fluid Milk ½ Pints Purchased:	<input type="text" value="50"/>
M2. Total Cost of Fluid Milk Purchased This Month:	\$ <input type="text" value="0.21"/>
M3. Authorized Sites Participating:	<input type="text" value="1"/>
M4. Total Monthly Attendance:	<input type="text" value="57,420"/>
M5. Number Operating Days:	<input type="text" value="20"/>
M6. Reimbursable Milk Served (Children Only)	
a. Free Milk Served:	<input type="text"/>
b. Paid Milk Served:	<input type="text" value="6,737"/>
c. Total Milk Served (a + b):	<input type="text" value="6,737"/>

Figure 9: SNP Site Claim Report (Example – part 2)



Claim Statuses

Statuses are used to define the state of a claim. Each claim can have only one status at a time.

Not Eligible

- The claim has a status of “Not Eligible” when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not “Approved”).

Incomplete

- The claim has a status of “Incomplete” when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

Error

- The claim has a status of “Error” when the claim has been submitted and has business rule violations.

Validated

- This site claim has a status of “Validated” when the site claim has been entered, validated, and contains no errors.
- Applicable only when the Sponsor is participating in site-level claiming.

Accepted

- The claim has a status of “Accepted” when the claim has passed all on-line edits and additional edits (e.g., 15/30 days edit, etc.), and is ready to be included in the payment tracking process.
- The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

Accepted*

- The claim has a status of “Accepted*” when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.
- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

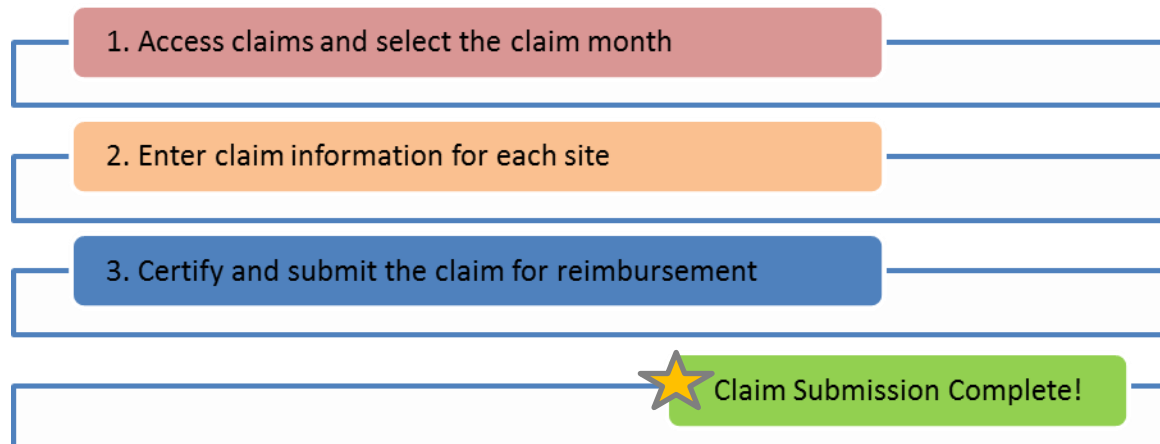
Processed

- The claim has a status of “Processed” when the claim has been fully processed by SCN and has been sent to the State’s Accounting Office for disbursement of funds.



Appendix

Submitting a SNP Claim in 3 Easy Steps



Claims Submission Checklist

- ☐ Have you verified your data entry to ensure it is correct?
- ☐ **Important!** Have you entered in all your sites for claiming meals? Please remember that:
 - A site must have an approved application status in order to submit a claim
 - A late site claim will be considered a late claim. Under the USDA rules, sponsors are only allowed a single late claim every 3 years.
- ☐ In the SNP Claim Year Summary screen, does the Claim Status field show a status of “Accepted”?

Note: Claims are due by the deadlines established by SCN, which is prior to 12 a.m. EST on the 15th of each month. If you have questions or problems with your claim submissions please contact the SCN Help Desk at (502) 564-5625.